



TOWN OF COTTAGE CITY
WORK SESSION
JANUARY 5, 2021
6:30 PM

IN ATTENDANCE

Commissioners: Amarche, Wheatley (Absent), Young, Urey, Givens (arrived late)
Consuella Barbour, Town Manager
Chief Ayers, Chief of Police
Greg Pinkney, Public Works Director
Garden Members: Brittney Drakeford, Diana Guespe, John Brooks

The meeting was called to order by Commissioner Young at 6:43 PM.

Chesapeake Bay Trust Grant - We have been awarded a grant of \$2,500.00 for the Community Engagement Mini Grant Program from the Chesapeake Bay Trust. The Grant needs the town to sign the agreement letter. Members of the garden discussed with the Commission what the grant was for and what is needed for it. The Grant is for installation for rain barrels, a pergola, and a greenhouse. Ms. Drakeford is waiting to hear back from the county regarding any permits needed.

Commissioner Givens joined the meeting. Commissioner Givens thought it was great that the gardeners were looking for funding for the garden.

Commission to authorize Ms. Barbour to sign off on the grant by 2/1/21. This will be on the agenda for next week's town hall meeting.

Police Intern Proposal - Chief Ayers discussed two new intern positions for his police department. The police clerk leaves at 3pm every day, leaving a gap from 3pm-5pm to be covered. He is proposing having a non-paid intern, someone in high school, that could cover that time period. The Commissioners were concerned about any type of legal coverage regarding this type of position. Chief Ayers assured them we would have coverage through LGIT.

In August of 2019, the Commissioners started to look into the employee handbook and get it updated. In the month of January Ms. Barbour would like the Commission to look at the manual and hopefully in February approve it. Commissioner Young and Commissioner Urey would like printed copies to look over.

The Commission went over budget dates:

- 2/2/21 Administration/General Government review
- 2/10/21 Revenue
- 3/2/21 Public Works Review
- 3/10/21 Police Review
- 4/6/21 Budget Review and Set Tax Rate
- 4/19/21 Filler if we need additional time for something
- 5/4/21 Budget Hearing
- 5/12/21 Budget Adoption

Motion to adjourn the meeting at 7:32pm. Motion approved. Motion by: Givens, Seconded by: Urey
Amarche: Aye, Wheatley: Absent, Young: Aye, Givens: Aye, Urey: Aye